

Retention and Classification Report

Agency: Department of Workforce Services. Blanding Employment Center
(1919)
544 North 100 East
Blanding, UT 84511
(435)438-5498

Records Officer Amanda McPeck

21189 Client case files

AGENCY: Department of Workforce Services. Blanding Employment Center

SERIES: 21189

3

TITLE: Client case files

DATES: 1992-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are complete case histories of clients receiving services provided initially by or through a Family Support office (OFS), now provided by the Dept. of Workforce Services.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 1.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal Legal

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(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)